

EFFECTIVE

January 1, 2003.

SUBJECT

1. Code Revisions
2. New and Revised Forms & Publications
3. Schedules Updated
 - New Consolidated Deadline Calendar Desk Aid

1) CODE REVISIONS**Item C**

County/District exhibits have been updated as a result of several district office closures.

Item N

This item has been updated to remove the FIA-1605 exhibits. The various versions of the FIA-1605 are available in the Reference Forms Manual (RFF). Updated versions of the FIA-1605 will be added to the RFF in a later bulletin.

Negative action code 035 is used to terminate Healthy Kids and a Medicare Savings Program due to income. The wording of the reason message has been changed to apply regardless of why income exceeds the limit. The new reason message says: YOUR COUNT-ABLE INCOME EXCEEDS THE LIMIT FOR THE BENEFITS YOU HAVE BEEN RECEIVING. PEM 129, 131, 165

Negative Action Codes 066 and 404 are now obsolete. The 4-month penalties for noncompliance with child support requirements and employment-related activities were not allowed after August 1, 2002, so these codes can no longer be used.

**2) NEW AND
REVISED FORMS &
PUBLICATIONS**

The **FIA-22, Assessment for a Special Needs Child** is a questionnaire that may be used when assessing the ability of a caretaker of a disabled child for participation in employment-related activities.

When assessing the ability of a caretaker of a disabled child or spouse for participation in employment-related activities, the **FIA-26, Daily Schedule-Special Needs Child/Spouse** may be used.

The **FIA-114, Spend-Down Notice** has been revised to indicate it is no longer necessary to notify DCH of the bills a customer is liable for on the day the spend-down is met.

The chart codes in the FIA-141, TLFA Time-Limited Food Assistance Record are updated to more accurately describe TLFA events.

The **FIA-1553, SSI Advocacy Program Instruction for SSI Appeals**, is now obsolete. The SSI Advocacy Program was terminated effective October 1, 2002.

The **FIA-2101, Child Support Disqualification Information**, and the **FIA-4768, Employment-Related Penalty Information**, are now obsolete. The 4-month penalties for noncompliance with child support requirements and employment-related activities were not allowed after August 1, 2002, so these forms will no longer be sent.

MIS codes have been updated in the FIA-2439, Michigan Works Referral.

The **FIA-3503, Verification Checklist**, has been updated. This version of the form has been available on Word since September 2002.

The **FIA-4098, SDA/SSI Referral Checklist**, will be revised to remove references to the Advocates, but a final copy was not ready to be released with this bulletin. The electronic version will be released as soon as it is available.

The **FIA-4587, Community Spouse and Family Income Allowance Notice**, is revised to be more user friendly and easier for customers to understand.

The repayment agreement and customer notice used for Intentional Program Violations (IPV) required additional language to comply with federal regulations. Information about customer rights, disqualifications and IPV hearings was added. The **FIA-4630, Intentional Program Violation Recoupment and Disqualification Agreement**, and the **FIA-4702, Suspected Intentional Program Violation Client Notice** were revised.

An example of the mihealth card is in **RFF MSA-1**. For more information see Program Policy Bulletin 2003-001.

**CDC Forms &
Publications**

The following RFF Manual Item was updated with the revised English version of the form. This form is also available on Word:

- RFF 220, Day Care Aide/Relative Care Provider Application.

The following RFF Manual Items were updated with latest Spanish version of the form:

- RFF 220, Day Care Aide/Relative Care Provider Application.
- RFF 4640, CDC Applicant Instruction Letter.

Manual Item RFF 105, Child Development and Care Billing/Attendance Invoice, has been deleted. The form was no longer used as a result of changes in billing procedures for all providers.

The following RFF Manual Items were updated with the latest version of the publication:

- RFF 798, Michigan Cares For Today's Child.
- RFF 872, ABC's Automated Billing For Child Care System Most Frequently Asked Questions.

**3) SCHEDULES
UPDATED****Consolidated
Deadline Calendar****RFS 109**

Thanks goes out to the counties who provided examples of Consolidated Deadline Calendar "cheat sheets" used in their offices.

Each page in RFS 109 combines important deadline and issuance dates from several items in the Reference Schedules Manual (RFS) onto a single page format for quick reference.

**Year 2003 Dates
Available**

Schedules have been updated to reflect new deadline and issuance dates for the year 2003.

**MANUAL
MAINTENANCE
INSTRUCTIONS****Added Items ...**

RFF 22
RFF 26
RFF MSA1

Changed Items (content changes) ...

RFC C
RFC N
RFC W
RFE 1000
RFE 2000
RFE 8000
RFF 0078
RFF 114
RFF 141
RFF 220
RFF 798
RFF 872
RFF 1171
RFF 1171F
RFF 1354
RFF 2439
RFF 3503
RFF 4327
RFF 4358C
RFF 4587
RFF 4630
RFF 4634
RFF 4640
RFF 4702
RFS 101
RFS 102
RFS 103
RFS 104
RFS 105
RFS 106
RFS 108
RFS 109
RFS 205
RFS 206

Changed Items (link changes only) ...

RFC I

RFF 521

RFF 849

RFF 1150

RFF 3614

RFF 3925

RFF 4742

RFS 110

Deleted Items ...

RFF 105

RFF 1553

RFF 2101

RFF 4768